National Joint Council for Staff of Hospitals and Allied Institutions (England and Wales)

ST. NICHOLAS' & ST. MARTIN'S
ORTHOPÆDIC HOSPITAL
PYRFORD

# RATES OF PAY CONDITIONS OF SERVICE AND GENERAL INFORMATION

(as on 15th JUNE, 1947)

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NATIONAL JOINT COUNCIL FOR STAFF
OF HOSPITALS AND ALLIED INSTITUTIONS
(ENGLAND AND WALES)

# FOREWORD

The National Council was set up in November, 1945, to deal with domestic staff, and other grades as might be agreed, in hospitals, and allied institutions and services, and in residential establishments. It was constituted, on the employers' side, of representatives of local authorities, of the voluntary hospitals and of mental hospital authorities. The employees' side consisted of representatives of the four trade unions catering for the staff. The constitution is set out in full in Appendix A.

The main function of the National Council is to establish national *minimum* rates of pay and national conditions of service for all the staff above mentioned, with the exception of staff in mental hospitals for whom *national* rates are designated. The decisions of the National Council during its 18 months' existence are set out in this booklet.

In addition to the National Council, there are eleven Provincial Councils, one of whose functions is to make additions to the national minima and to grant better conditions of service when local circumstances justify such a course. The various plus rates settled by Provincial Councils, and endorsed by the National Council, are set out on p. 4.

The National Council is advised by a Mental Hospitals Committee on staff in mental hospitals and mental deficiency institutions. It has decided that the general conditions of service shall apply to such staff. There are some decisions peculiar to mental hospitals, and such are indicated specially in the pages which follow.

The places at which the staff are employed are indicated in clause 2 of the Constitution. It should be noted that " allied institutions " must deal with the treatment of the sick and infirm. There is no such limitation as regards the residential establishments referred to—in fact, most of the local authority residential establishments are occupied by the healthy.

The Chairman of the National Council is Sir George Mowbray, Bt., and the Vice-Chairman Mr. Tom Cochrane. The Council has appointed joint secretaries. Since November, 1945, to date they have been : on the Employers' side, Mr. F. T. Barrett, O.B.E., County Hall, London, S.E.1 ; and on the Employees' side, Mr. W. D. Goss, O.B.E., Transport House, Smith Square, Westminster, London, S.W.1. After 30th June, 1947, Mr. Barrett will be succeeded by Mr. A. W. Harper, 37/38, Strand, W.C.2.

*15th June* 1947.

15000. (M°C. 51937-16) 21.6.47. 3547.

# RATES OF PAY

The staff for whom rates have been fixed are, for the most part, subordinate male and female domestic staff. Supervisory grades are largely excluded. For such hospital employees as bricklayers, carpenters, painters, fitters and the like there are the national agreements made between the craft unions and confederations of employers. Certain "tradesmen" will be found under Section VI.

Joint appointments are not catered for, it being considered that the nature of the responsibilities vary so much that the rate is best left for local settlement.

## Section I—Men (Adult)

(m.h. Indicates mental hospital grade only)

The national minimum rate of pay for the lowest grade of hospital male staff is 86s. a week. The grades to which the lowest rate applies are :

*Group* 1—

General porter.
Laundry porter.
Kitchen porter.
Messenger.
Domestic stove attendant.
Maintenance labourer.
General labourer.
‡Gardening labourer.
Messman (m.h.)

For the undermentioned grades additions are made to the minimum rate as indicated :—

*Group* 2—*Plus rate of* 1*d. an hour*—

*Ambulance attendant.
‡Gardener.
Hospital porter, class II.
Hot water boiler attendant.
Laundryman.
Sewage labourer (m.h.).
Trimmer.
Window cleaner (engaged full time on the work).

*Group* 3—*Plus rate of* 1½*d. an hour*—

†Assistant cook.
Gate porter, class III (m.h.).
Hall porter, class III (m.h.).
Hospital porter, class I.
Labourer while employed as drainman.
Laundry checker.
Plant attendant.
Ward orderly.

*Group* 4—*Plus rate of* 2*d. an hour*—

Attendant on the aged and infirm.
Bath attendant.
Driver of motor vehicle with carrying capacity up to 2 tons.
Gate porter.
Messroom charge hand (m.h.).
Mortuary attendant (plus additional 2s. for each post-mortem at which assistance is given).
Porter while employed as telephone operator.
‡Propagating gardener.
Stoker (steam).
Storesman.
Telephone operator.

*Group* 5—*Plus rate of* 2½*d. an hour*—

*Ambulance driver.
Gate porter, class II (m.h.).
Hall porter, class II (m.h.).
Steriliser attendant.

---

* An additional 1½d. an hour to be paid if *required* to be qualified in first aid. (The standard of qualification to be settled by the National Council ; and payment to be subject to employee taking refresher courses at reasonable intervals.)

‡ Not to apply to local authority hospital and institution staff who are either (i) partly employed at hospitals and institutions or (ii) wholly, or partly so, employed and are within the control of a superintendent of parks, etc

† An additional 1½d. an hour to be paid for holding a recognised diploma in cookery.

*Group 6—Plus rate of 3d. an hour—*

†Cook.
Gate porter, class I (m.h.).
Hall porter, class I (m.h.).

*Group 7—Plus rate of 4d. an hour—*

Hairdresser (full time).
Head ambulance driver (in charge).
‡Head gardener with staff of four or more under his direction.

# Section II—Women (Adult)

The minimum rate of pay of hospital female staff is 64s. a week. The grades to which the lowest rate applies are :—

*Group 1—*

Domestic assistant.
Kitchen maid.
Ward maid.
Cleaner.
Canteen assistant without special duties.
Laundrywoman.
Cafeteria assistant without special duties (m.h.)
Messroom maid (m.h.)

For the undermentioned grades additions are made to the minimum rate as indicated :—

*Group 2—Plus rate of 1d. an hour—*

Senior housemaid.
Senior messroom maid.
Doctor's maid.
Matron's maid.
Cafeteria cashier (m.h.).

*Group 3—Plus rate of 1½d. an hour—*

Needlewoman.
Ironer.
Ward orderly.
Assistant foster mother or housemother and reliefs.
Children's attendant.
Laundry checker.
Linen woman.
Seamstress.
†Assistant cook.

*Group 4—Plus rate of 2d. an hour—*

Attendant on the aged and infirm.
Bath attendant.
Canteen charge hand (m.h.)
Messroom charge hand (m.h.).
Telephone operator.

*Group 5—Plus rate of 2½d. an hour—*

Assistant laundry mistress (m.h.).

*Group 6—Plus rate of 3d. an hour—*

Foster mother or housemother and reliefs.
†Cook.

*Group 7—Plus rate of 4d. an hour—*

Dressmaker.
Hairdresser (full time).

# Section III—Special Gradings (Men and Women)

**Supervisory grades of cooks**

The following gradings have been approved :—

| *Size of hospital* | *Head cook* | | *Assistant head cook* | |
|---|---|---|---|---|
| | *Men* | *Women* | *Men* | *Women* |
| Under 500 beds ... | 110s. | 88s. | 104s. | 82s. |
| 500–999 beds ... | 118s. | 96s. | 112s. | 90s. |
| 1,000 beds and over | 126s. | 104s. | 120s. | 98s. |

In addition the 1½d. an hour for a recognised diploma in cookery is paid.

† An additional 1½d. an hour to be paid for holding a recognised diploma in cookery.

‡ Not to apply to local authority hospital and institution staff who are either (i) partly employed at hospitals and institutions or (ii) wholly, or partly so, employed and are within the control of a superintendent of parks, etc.

**Workroom mistress and laundry superintendent in mental hospitals and mental deficiency institutions.**

The following gradings have been approved :—

| *Size of hospital* | *Workroom mistress* | *Laundry superintendent* | |
|---|---|---|---|
| | | *Male* | *Female* |
| Under 500 beds ... ... | 82s. | ... ... 102s. | 82s. |
| 500–999 beds ... ... | 92s. | ... ... 112s. | 92s. |
| 1,000 beds and over ... | 102s. | ... ... 122s. | 102s. |

Beddage, in the case of mental hospitals, should be determined by reference to the statutory number, night or day, whichever is the greater. In the case of general hospitals, it should be the authorised number or the permanent bed accommodation, as the case may be.

**Chief fireman at mental hospitals and mental deficiency institutions.**

The rate of pay of chief fireman (wholly employed as such) shall be 112s. a week.

# Section IV—Plus Rates

To the rates set out in the preceding Sections I to III must be added either the provincial plus, as set out below, or the mental hospital national plus rate, as the case may be.

| *Provincial area* | *Men a week* | *Women a week* | *Date of Operation* |
|---|---|---|---|
| Northern ... ... ... ... | 10s. | 6s. | 1.9.46 |
| Wales ... ... ... ... ... | 5s. | 3s. | 1.9.46 |
| South Midlands ... ... ... | 2s. | 2s. | 1.9.46 |
| East Midlands ... ... ... | 8s. | 5s. | 1.9.46 |
| West Midlands ... ... ... | 8s. | 6s. | 1.9.46 |
| Yorkshire ... ... ... ... | 6s. | 8s. | 1.10.46 |
| Eastern... ... ... ... ... | 5s. | 4s. | 13.5.46 |
| Southern Home Counties ... ... | 6s. | 4s. | 1.11.46 |
| North Western ... ... ... | 5s. | 3s. | 1.8.46 |
| South Western ... ... ... | 4s. | 3s. | 1.11.46 |
| London ... ... ... ... | 16s. | 16s. | 1.7.46 |

In the case of mental hospitals staff (except employees of the London, Middlesex and Surrey County Councils), there is one national plus rate, viz. : 8s. a week for both men and women. This dated from 1–4–46.

**Hospitals and institutions in more than one area.**

The general rule must be that location determines rate of pay. Special cases may, however, arise, and provincial councils are authorised to settle, subject to the National Council's concurrence, special cases in which departure from the rule that location governs rates of pay may seem desirable.

# Section V—Juveniles

The rates for juveniles are :—

| | *Youths* | *Girls* |
|---|---|---|
| At age 21 ... ... | Adult rate ... ... | Adult rate |
| Under 21 ... ... | 90% of adult rate ... ... | do. |
| ,, 20 ... ... | 80% do. ... ... | do. |
| ,, 19 ... ... | 70% do. ... ... | do. |
| ,, 18 ... ... | 60% do. ... ... | 75% of adult rate |
| ,, 17 ... ... | 50% do. ... ... | 60% do. |
| ,, 16 ... ... | 40% do. ... ... | 40% do. |

The adult rate is to be paid if the juvenile is doing a full adult job.

It may happen that there are juveniles under 16 being employed. They are not allowed to work a 48-hour week. They should be paid 40% of the proportionate rate, according to the number of hours worked.

# Section VI—Tradesmen

Tradesmen engaged in hospitals and institutions, while following their trade, shall receive not less than the appropriate trade rate, and those engaged in instructing patients shall receive an additional 2d. an hour.

Tradesmen are limited, for the time being, to baker, basketmaker, brushmaker, butcher, shoemaker, tailor, and upholsterer. Employees are to be given the option of accepting, as a whole, the Council's conditions of service, including a 48-hour week, provided that if in any of the trades mentioned a shorter working week than 48 hours is prescribed, all hours worked up to 48 shall be at flat rate.

# Section VII—Farm Staff

The rate of pay of farm staff shall be the appropriate Agricultural Wages Board rates, plus the provincial plus rate or the mental hospital national plus rate. Employees are to be given the option of accepting National Council conditions as a whole.

# Section VIII—Definitions

(*a*) A dressmaker is a person who measures and cuts out garments, but is not responsible for supervising.

(*b*) A seamstress is a person who primarily sews, but is not responsible for cutting out.

(*c*) A plant attendant is one continuously engaged in the oiling and greasing of running machinery.

(*d*) A head cook is one responsible for the preparation of meals and for supervising the kitchen staff. The designation of assistant head cook is to be applied to one officer only in each hospital who assists the head cook or superintendent, and, in their absence, the assistant cook shall deputise for him or her.

(*e*) A storesman is a manual grade employed in the stores on duties superior to the fetching and carrying of stores.

# ALLOWANCES AND ADDITIONAL PAYMENTS

**Shift allowances**

An additional 1½d. an hour to be granted to staff working on rotary shifts, and ¾d. an hour to staff working on alternating shifts, alternating shifts being defined as the operation of two shifts, the second of which finishes after 7 p.m. Shift allowances, in the case of those on regular shift work, are payable during sick or annual leave and rank in the calculation for overtime payments.

Juveniles on shift work receive the full shift rate.

### Additional payments for night work and handling foul linen

Additional payments shall be made to staff in the following circumstances : (i) 2d. an hour, when engaged on night duty, other than shift duty, " night " being defined as the period between 10 p.m. and 6 a.m. and (ii) 1d. an hour whilst handling foul linen.

The National Council, while agreeing to payments for night work, has passed a resolution deprecating the practice of working on continuous or regular night duty.

### House (or foster) mothers and assistants

Where it is found impracticable to operate a 48-hour week, house (or foster) mothers and assistant house (or foster) mothers shall be offered, in place of the standard conditions of service relating to payment for overtime and for Sunday work and to holidays, the following : (i) hours of duty in accordance with the requirements of office and (ii) three weeks' annual holiday with pay on completion of one year's service and two weeks for service between six and twelve months. On acceptance of these conditions, an additional payment of 15s. a week is to be made.

# CONDITIONS OF SERVICE

NOTE.—Employees are given the option (to be exercised by a date fixed by the employing authority) of accepting conditions of service as a whole, or of remaining on their existing conditions, provided that, on promotion to a higher grade, the new conditions apply.

## HOURS OF DUTY, SUNDAY WORK AND OVERTIME

### Working week

The standard working week is one of 48 hours, to be worked within six days, provided that local agreements may be made for the retention of a 96-hour fortnight where this is of mutual advantage to employers and staff. In the case of house (or foster) mothers and assistant mothers it is found impracticable in some cases to operate a 48-hour week and special conditions have been prescribed. (See under " Allowances ".)

### Laundry staff

The Laundry Wages Council (Great Britain) Wages Regulation Order 1946, prescribes a 45-hour week for workers for whom that Council operates. Hospital laundries run solely for the purposes of the hospital, and not for gain, do not come within the scope of the Laundry Wages Council, and the National Council has decided that the general provision of a 48-hour week should be followed by laundry staff.

### Forty-eight hour week—Meal times

The standing working week of 48 hours is to be exclusive of meal times, except where individuals are required to be available during meals, which should then be included in duty time, such an arrangement to be regarded as exceptional and not appropriate for any general application.

### Staff previously working a 47-hour week

Staff who worked a 47-hour week in accordance with conditions laid down by the National Joint Industrial Council for Local Authorities Non-Trading Services (Manual Workers) shall have the option of accepting the conditions of service prescribed by the National Joint Council, including a 48-hour week, or of remaining on their existing conditions of service as a whole.

### Overtime

Overtime shall be assessed on a weekly basis. Payment for overtime shall be at the rate of time-and-a-quarter for the first three hours and time-and-a-half thereafter, such payment to be made regardless of sickness or approved leave in the week. Short periods of approved leave shall be made up, if required, and paid for at the appropriate rate.

### Work on Sundays and rest days

Payment for work on Sundays shall be at the rate of time-and-a-half, where Sunday is part of the normal working week, but all hours worked on a Sunday beyond those normally worked on that day, and all hours worked on a rest day, shall be paid double time.

## SICK PAY AND HOLIDAYS

### Sick Pay

In any period of 12 months sick pay shall be paid for at least the period shown below, subject, in the case of compulsory contributors receiving more than half-pay, to deduction of any statutory sickness benefit payable under the National Health Insurance Acts :—

(*a*) Permanent Staff :—
During first year—1 month's full, and (after 4 months' service) 2 months' half, pay.
During second year and thereafter—2 months' full, and 2 months' half, pay.

(*b*) Temporary Staff :—
With less than 2 months' service—Nil.
Two months' service and over—As for permanent staff.

*Note.*—The period of 12 months mentioned means the 12 months immediately prior to the first day of sickness. " Month " means " calendar month."

### Accident Pay

If an accident occurs when an employee is off duty, the ordinary sick pay rules apply. When the accident takes place whilst the employee is at work, the amount payable under the Workmen's Compensation Acts (or amending Acts) should be made up to not less than the amount normally payable under sick pay rules, and periods of absence of this character should be ignored in assessing an employee's entitlement during a given leave period.

### Holidays

All employees who have completed one year's service with the employing authority are to receive 12 days' annual holiday, with full pay. Employees with service between 6 months and 12 months are entitled to 6 days' annual holiday with full pay.

All employees should receive, in addition, as days of leave with pay, the 6 Bank holidays, and any proclaimed national holidays. Employees required to work on any of such days shall be paid double time, and, in addition (in accordance with a decision of the National Arbitration Tribuna of 11–6–47) a day off in lieu for which they shall be paid one half-day's pay.

" 12 days' annual holiday " is to be interpreted as two calendar weeks and " 6 days' annual holiday " as one calendar week.

### Rest days

Where a rest day falls on a Bank Holiday another rest day is to be allocated in that week, and if leave cannot be taken on that date double time is to be paid for hours worked.

### Definition of Sundays, etc.

For the purposes of conditions of employment of staff, Sunday and Bank Holidays are to be defined as the period between midnight and midnight.

## MISCELLANEOUS

### Board, lodging and laundry

The value of board, lodging and laundry is fixed in the case of adults at 23s. a week (board 15s. 2d., lodging 5s. 10d. and laundry 2s.) ; and the rates of pay of resident staff shall be arrived at by deducting that amount from the approved rates.

The charges for full residence in the case of juveniles shall be adjusted proportionately to the percentages specified in Section V.

Remission at the rate of 23s. a week (or appropriately for juveniles) is to be made to resident staff during absence from the institution of more than three days' duration, on annual or sick leave or other authorised leave.

Where a separate house, cottage or married quarters are provided, the standard charge of 23s. is not necessarily appropriate. Employing authorities should consider these cases individually.

### Charges for meals

The charges for meals to non-resident adult staff are :—

Breakfast, 6d. ; dinner, or main meal, 1s. ; tea, 5d. ; snack supper, 3d. ; and for juveniles in accordance with the following scale :—

| | *Girls* | | | *Boys* | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 40% | 60% | 75% | 40% | 50% | 60% | 70% | 80% | 90% |
| Breakfast, 6d. | 2½d. | 3½d. | 4½d. | 2½d. | 3d. | 3½d. | 4d. | 5d. | 5½d. |
| Dinner or main meal, 1s. ... | 5d. | 7d. | 9d. | 5d. | 6d. | 7d. | 8d. | 10d. | 11d. |
| Tea, 5d. ... | 2d. | 3d. | 3¾d. | 2d. | 2½d. | 3d. | 3½d. | 4d. | 4½d. |
| Snack supper, 3d. ... ... | 1d. | 1¼d. | 2¼d. | 1d. | 1½d. | 1¾d. | 2d. | 2½d. | 2¾d. |

### Diplomas for cookery

Cooks and assistant cooks are entitled to an additional 1½d. an hour if they hold a recognised diploma in cookery, *i.e.*, certificates issued by the London City and Guilds Institute for Plain Cookery, and any other certificates of comparable standard approved by the employing authority and endorsed by the appropriate provincial council. Diplomas issued from the schools in H.M. Forces are not recognised except the R.A.M.C. three-year course of cookery.

### First-aid qualification

The National Council recognises the following certificates as entitling to the additional payment of 1½d. an hour for first-aid qualifications :—

London County Council Elementary First-Aid Certificate.
Certificate of the St. John Ambulance Association.
Certificate of the British Red Cross Society.
Certificate of St. Andrew's Ambulance Association.

### Uniform or protective clothing

Uniform or protective clothing, as appropriate, shall be provided free. The value, for superannuation purposes, of this uniform is fixed at 2s. a week.

### Part-time workers

Rates of pay for part-time workers shall be *pro rata* to the rate for the grade, subject to discretion on the part of employing authorities to make additions where unduly heavy travelling expenses are involved. Holidays are of the same amount as for full-time staff, and both holiday pay and sick pay shall be proportionate to the time normally worked.

### Staff in receipt of higher wages

Staff in receipt of rates higher than the national minimum prescribed by the National Council, on acceptance of the conditions of service prescribed by the Council, are entitled to receive overtime and other enhanced payments on the basis of the actual weekly rates they receive.

**Incremental scales**

Having regard to the amounts fixed for national minima, the National Council is not prepared to introduce any scheme of increments.

Where staff are entitled to increments under a previous contract of service the entitlement remains if the employee's pay is in excess of, or equal to, his old rate.

**Work in a higher grade**

Employees put to work in a higher grade shall be paid the higher rate for so long as they carry out the whole of the duties and responsibilities of the higher grade for six consecutive working days.

**Staff in isolated areas**

The National Council expresses the hope that resident staff in hospitals and institutions situated in isolated areas will be afforded recreational travelling facilities.

## APPENDIX A

## NATIONAL JOINT COUNCIL FOR STAFF OF HOSPITALS AND ALLIED INSTITUTIONS (ENGLAND AND WALES)

### Constitution, Functions and Procedure

**Title**

1. The Council shall be known as the National Joint Council for Staff of Hospitals and Allied Institutions (hereinafter referred to as the National Council), and shall be responsible for the regulation of wages and conditions of employment of such staff as is defined in clause 2 hereof.

**Scope**

2. The National Council shall have within its purview domestic and such other categories of employees as may be agreed (other than professional, technical, clerical, administrative and nursing staff) who are directly employed in or about hospitals and allied institutions and services under local authority and voluntary hospital management for the treatment of the sick and the infirm, and in or about residential establishments under such management.

**Provincial Councils**

3. The National Council shall establish provisionally 11 Provincial Councils operating in the areas set forth in the Schedule hereto. The number of areas and the extent of each shall be reviewed when the health areas under the National Health Service are determined. The National Council shall prescribe the constitution, functions and rules of the Provincial Councils.

**Constitution of the National Council**

4. The National Council shall consist of 36 members representing employers and 16 members representing employees. Organisations of employers and trade unions shall appoint members to the National Council as follows :—

| *A.—Employers' representatives* :— | *No. of members* |
|---|---|
| Association of Municipal Corporations ... ... ... | 5 |
| County Councils Association ... ... ... ... ... | 5 |
| London County Council ... ... ... ... ... | 4 |
| Urban District Councils Association ... ... ... | 1 |
| Employers' side of the National Joint Industrial Council for Local Authorities Non-trading Services (Manual Workers) | 3 |
| British Hospitals Association ... ... ... ... | 12 |
| Mental Hospitals Association ... ... ... ... | 6 |
| *B.—Trade Union representatives* :— | |
| Confederation of Health Service Employees ... ... | 4 |
| National Union of General and Municipal Workers ... | 4 |
| National Union of Public Employees ... ... ... | 4 |
| Transport and General Workers Union ... ... ... | 4 |

**Functions**

5. The National Council shall establish for the categories of employees within the scope of clause 2 hereof :—

(*a*) national minimum rates of wages and conditions of employment, including valuation of emoluments, and

(*b*) in accordance with the procedure set out in clause 13 hereof, national rates of wages and conditions of employment including valuation of emoluments, not being less favourable to the employees than the terms decided upon under the preceding sub-paragraph, to apply to mental hospitals and institutions, including mental deficiency institutions. This sub-paragraph shall not apply to employees of the London, Middlesex and Surrey County Councils.

6. (*a*) The national minimum rates of wages and conditions of employment, including the valuation of emoluments decided upon by the National Council in respect of categories of employees other than the categories of employees referred to in clause 5 (*b*) hereof shall be taken into consideration by each Provincial Council and where a Provincial Council considers that higher rates of wages, or better conditions of employment are justified, having regard to any local circumstances, the Provincial Council may alter such rates or conditions accordingly, subject to the right of the National Council to veto any such decision as provided in clause 7.

(*b*) The results of the Provincial Council's deliberations, whether they be proposals or differences, shall be submitted in writing to the National Council within 10 days, and considered by the National Council at its next meeting.

7. (*a*) Any decision to exercise the National Council's power to veto any decision of a Provincial Council shall be taken in the manner provided by clause 14 hereof. In the event of disagreement between the two sides, the provisions of clause 15 (6) hereof shall apply, subject, however, to the proviso that a decision by one side of the Council to report the difference to the Minister of Labour and National Service shall be taken and notified to the Minister and to the other side of the Council within 14 days of the date on which final disagreement is recorded. Failure so to decide and notify shall result in the loss of the power to veto the decision in question.

(*b*) A Provincial Council's decision shall not be put into operation until such time as the National Council has considered the matter, and

(i) the National Council has decided not to exercise the power of veto, or

(ii) disagreement between the two sides of the National Council on the question of veto having been reached, 14 days have elapsed without either side having intimated a decision to report the matter to the Minister of Labour and National Service for reference to arbitration, or

(iii) one side of the National Council having reported a difference to the Minister of Labour, the question at issue has been the subject of arbitration and the award issued ; in which case the decision of the Provincial Council shall only operate if, and to the extent to which, it is upheld by the Arbitration Award.

**Procedure and Conduct of business**

8. *Deputies.* In the event of any member of the National Council or of any committee thereof being unable to attend any meeting of the National Council, whether ordinary or special, or of a committee, as the case may be, the body represented by such member shall be entitled to appoint another representative to attend in his place provided that a substitute for a member of a committee shall be appointed only from amongst the remaining members of the National Council.

9. *Chairman and vice-chairman and officers.* (1) The National Council shall appoint annually a chairman and vice-chairman, and the chairman shall be appointed alternately from the employers' and the employees' sides. If the chairman is a representative of the employers, the vice-chairman shall be a representative of the employees, and *vice versa.* Subject as hereafter mentioned in this paragraph, the chairman, or, in his absence, the vice-chairman, shall preside at all meetings of the National Council and shall have a vote, but not a casting vote. In the absence of both the Chairman and Vice-Chairman at any meeting, a chairman shall be elected to preside and shall have a vote, but not a casting vote.

(2) The Council may appoint a secretary or joint secretaries (one by each side), treasurer, auditor and such clerical staff, if any, as they may think fit, and all or any such officers and staff may be either honorary or paid as the National Council may determine, and their appointments shall be on such terms and for such periods as the National Council may determine.

10. *Re-appointment of members.* (1) The members of the National Council shall retire on the 31st day of December in each year and shall be eligible for re-appointment. The original members of the National Council shall remain in office until the 31st day of December, 1946.

(2) On the occurrence of a casual vacancy, a new member shall be appointed by the body in whose representation the vacancy occurs and shall sit until the end of the period for which his predecessor was appointed.

11. *Meetings.* Ordinary meetings of the National Council shall be held as often as may be necessary and not less frequently than once every three months. The chairman shall call a special meeting upon a requisition signed by at least one-third of the members of either side of the National Council. The requisition and also the notice summoning the meeting shall state the nature of the business proposed to be transacted and the meeting shall take place within 21 days, excluding any part of the month of August, after the receipt of the requisition by the chairman, and no business shall be transacted at any special meeting other than that specified in the notice summoning the meeting.

12. *Quorum.* A quorum shall consist of not less than one-third of the members of each side of the Council. In the absence of a quorum, the chairman shall vacate the chair and the business then under consideration shall be the first business to be discussed, either at the next ordinary meeting or at a further special meeting to be held within 14 days after the date fixed for the first special meeting. The quorum of any committee of the National Council shall, subject to any directions given by the National Council and the provisions of clause 13 (4), be determined by the Committee.

13. *Committees.* (1) For the purpose of considering and making recommendations as to the rates of wages and conditions of employment including the valuation of emoluments to be applicable to the hospitals and institutions referred to in clause 5 (*b*) hereof, the National Council shall appoint a committee of which half of the membership shall represent employers and half shall represent trade unions as follows :—

| *Organisation of employers.* | *No. of members* |
|---|---|
| Local authority organisations (appointed from amongst the members of the National Council other than those representing the British Hospitals Association, the Mental Hospitals Association, the Urban District Councils Association and the London County Council) ... ... | 3 |
| British Hospitals Association ... ... ... ... | 1 |
| Mental Hospitals Association ... ... ... ... | 4 |
| *Trade Unions.* | |
| Transport and General Workers Union ... ... ... | 1 |
| National Union of General and Municipal Workers ... | 1 |
| National Union of Public Employees ... ... ... | 1 |
| Confederation of Health Service Employees ... ... | 3 |

(2) The function of the committee appointed under the preceding sub-paragraph shall be to recommend to the National Council rates of wages and conditions of employment (including the valuation of emoluments) to be applied nationally in respect of all classes of employees within the scope of the National Council employed at mental hospitals and institutions, including mental deficiency institutions. In considering the recommendations of the committee aforesaid, the National Council shall have power to approve, reject or refer them back for further consideration, and no recommendation of the committee shall become operative until it has received the approval of the National Council.

(3) In addition to the committee to be appointed under sub-paragraph (1) of this clause, the National Council may appoint one or more committees for such purposes as the Council may decide, and the procedure and powers of such committee, or committees, shall be prescribed by the National Council. The National Council shall have the power of appointing to committees or allowing committees to co-opt such persons of special knowledge, not being members of the National Council, as may serve the special purposes of the committee, but without power to vote.

(4) The provisions of clauses 8, 11 and 14 applying to the National Council shall, *mutatis mutandis*, apply to the committee appointed in pursuance of sub-paragraph (1) of this clause. A quorum of the committee shall consist of not less than one half of the members of each side of the committee.

14. *Voting.* The voting on the National Council and all committees shall be by show of hands or otherwise as the National Council or committee, as the case may be, shall determine. No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the National Council or committee, as the case may be, provided always that any resolution relating to proposed alterations to the constitution shall be dealt with in accordance with Clause 17.

15. *Procedure for settling differences.* (1) Any question within the scope of the National or Provincial Councils arising at a hospital, or allied institution, shall be dealt with in the first place under the normal procedure for settling disputes within the hospital or institution.

(2) Where in any locality within the jurisdiction of a Provincial Council there arises a difference between a local authority or board of governors of a hospital or allied institution and any organisation of employees which is a constituent member of the National Council, which cannot be settled by negotiations between the parties concerned, the Provincial Council shall—

(*a*) act as a conciliation board at the request of either party ;

(*b*) investigate the full facts relating to such difference ;

(*c*) make recommendations thereon and communicate them to the parties concerned ;

(*d*) use all available means for settling the difference and for preventing cessation of work in such locality ;

(*e*) take steps to ensure that no cessation of work shall take place in the locality concerned until the matter has been enquired into and considered by the National Council ;

Provided that at any stage the parties shall not have power to adopt terms of settlement at variance with the terms of employment decided by the National Council and any question of national principle shall be referred in the first place to the National Council.

(3) In the event of any difference not being settled by the Provincial Council, it shall be referred, either upon an agreed statement of the facts of the case or, failing agreement, upon an *ex parte* statement submitted by either party to the National Council for decision.

(4) If any difference arises between the two sides of the Provincial Council, it may be referred, either upon an agreed statement of the facts of the case, or, failing agreement, upon an *ex parte* statement submitted by either party, to the National Council for decision.

(5) The National Council shall endeavour to settle such differences either between the employers' and employees' sides of a Provincial Council, or between local authorities or boards of governors of hospitals or allied institutions, and employees as are referred to the National Council under the preceding sub-paragraphs. Failing a settlement at the meeting at which the difference is first considered the National Council shall appoint at that meeting an equal number of the representatives of the employers and of the employees to sit as an appeal committee, whose decision shall be final. The proceedings of the committee shall begin within 21 days after their appointment.

(6) In the event of—

(*a*) a difference, other than inability to reach a settlement within the meaning of the preceding sub-paragraph, arising between the employers' and employees' sides of the National Council and remaining unsettled, or

(*b*) an appeal committee appointed in accordance with the preceding sub-paragraph hereof failing to reach a decision upon any subject referred to them,

the matter in dispute may be reported by either the employers' or the employees' side of the National Council to the Minister of Labour and National Service for reference by him either to the National Arbitration Tribunal constituted under the Conditions of Employment and National Arbitration Order, 1940, or, if that tribunal is legally debarred from exercising the necessary jurisdiction, to the Industrial Court appointed under the Industrial Courts Act, 1919, and the decision of the tribunal or the court, as the case may be, shall be final.

16. *Finance.* The expenses of the National Council shall be met by equal contributions from the Employers' and the Trade Unions' sides of the National Council. The amount of the contributions shall be determined by the National Council.

The Employers' proportion, together with such expenses as are incurred by the representatives of the employers' side in attending meetings of the National Council and any committee thereof, shall—

(*a*) as regards the British Hospitals Association, the London County Council and the Mental Hospitals Association be borne by them in the proportions which their respective membership of the employers' side bear to the total membership thereof; and

(*b*) as regards the balance then remaining, be allocated amongst the Provincial Councils in such manner as the representatives of the local authorities' organisations consider equitable and the amount allocated to each Provincial Council shall be contributed by the local authorities represented thereon on such basis as the representatives of the local authorities on the employers' side of the Provincial Councils may think fit.

The trade unions' proportion shall be allocated amongst the bodies represented on that side as their representatives may think fit.

17. *Amendments of constitution.* Alterations in the constitution of the National Council may be proposed only after notice thereof has been given to the secretary, or joint secretaries, and circulated to the members of the National Council and to the constituent organisations thereof at least three months before the meeting at which the proposal is to be moved. All alterations shall be subject to the approval of a majority of at least two-thirds of the members present on each side of the National Council, and shall be inoperative unless and until such approval is obtained.

## SCHEDULE

| *Provincial Council* | *Area* |
|---|---|
| 1. Northern ... | Durham and Northumberland. |
| 2. Yorkshire ... | East, North and West Ridings. |
| 3. North Western | Cheshire, Cumberland, Lancashire, Westmorland. |
| 4. East Midland ... | Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland and Soke of Peterborough. |
| 5. West Midland... | Herefordshire, Shropshire, Staffordshire, Warwickshire and Worcestershire. |
| 6. London ... | London (including all employees at London County Council institutions), Middlesex (including all employees at Middlesex County Council institutions), the North Metropolitan area, comprising the following local government areas in Essex and Hertfordshire :— |
| | *Essex*—Barking M.B., Chigwell U.D.C., Chingford M.B., Dagenham M.B., East Ham C.B., Epping R.D.C., Epping U.D.C., Hornchurch U.D.C., Ilford M.B., Leyton M.B., Ongar R.D.C., Romford M.B., Waltham Holy Cross U.D.C., Walthamstow M.B., Wanstead and Woodford M.B., West Ham C.B. |
| | *Hertfordshire*—Barnet U.D.C., Bushey U.D.C., Cheshunt U.D.C., Chorleywood U.D.C., East Barnet U.D.C., Elstree R.D.C., Rickmansworth U.D.C. |
| | And the South Metropolitan area, comprising the following local government areas in Surrey and Kent :— |
| | *Surrey*—Banstead U.D.C., Barnes M.B., Beddington and Wallington M.B., Carshalton U.D.C., Caterham and Warlingham U.D.C., Coulsdon and Purley U.D.C., Croydon C.B., Epsom and Ewell M.B., Esher U.D.C., Kingston-upon-Thames M.B., Malden and Coombe M.B., Merton and Morden U.D.C., Mitcham M.B., Richmond M.B., Surbiton M.B., Sutton and Cheam M.B., Wimbledon M.B. |
| | *Kent*—Beckenham M.B., Bexley M.B., Bromley M.B., Chislehurst and Sidcup U.D.C., Crayford U.D.C., Erith M.B., Orpington U.D.C., Penge U.D.C. |
| 7. Southern Home Counties ... | *Kent, *Surrey, East and West Sussex. |
| 8. South Midland | Berkshire, Buckingham shire, Hampshire, Isle of Wight, Oxfordshire. |
| 9. South Western | Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire. |
| 10. Eastern ... | Bedfordshire, Cambridgeshire, *Essex, *Hertfordshire, Huntingdonshire, Isle of Ely, Norfolk and Suffolk. |
| 11. Wales ... ... | Anglesey, Breconshire, Caernarvonshire, Cardiganshire, Carmarthenshire, Denbighshire, Flintshire, Glamorganshire, Merionethshire, Monmouthshire, Montgomeryshire, Pembrokeshire and Radnorshire. |

* Except those local government areas comprised in the London area.

*December*, 1945.

## APPENDIX B

### ADDRESSES OF SECRETARIES OF PROVINCIAL COUNCILS

**1. Northern Provincial Council**

*Employers*—JOHN ATKINSON, Town Clerk, Newcastle-upon-Tyne.

*Employees*—T. C. ESTHER, 9, Appain Place, Sheriff Hill, Gateshead.

**2. Yorkshire Provincial Council**

*Employers*—J. A. BYWATER, F.C.I.S., 5, Swinegate, Leeds, 1.

*Employees*—W. J. JEPSON, 658, Barnsley Road, Firth Park, Sheffield, 5.

**3. North-Western Provincial Council**

*Employers*—E. BISHOP, O.B.E., 2, Mount Street, Albert Square, Manchester, 2.

*Employees*—J. ROBINSON, Transport House, 1, Crescent, Salford, 5.

**4. East Midlands Provincial Council**

*Employers*—M. H. BOONE, Chesterfield Royal Hospital, Chesterfield.

*Employees*—M. LOWE, 218, Mansfield Road, Nottingham.

**5. West Midlands Provincial Council**

*Employers*—H. C. CHAMBERLIN, King's Court, 115, Colmore Row, Birmingham, 3.

*Employees*—J. E. WALSH, 16, Forest Road, Moseley, Birmingham, 13.

**6. London Provincial Council**

*Employers*—A. W. HARPER, 18, Burgess Avenue, Kingsbury, N.W.9.

*Employees*—J. RICHARDS, 38, Argyle Square, W.C.1.

**7. Southern Home Counties Provincial Council**

*Euuployers*—A. V. OAKTON, Worthing Hospital, Worthing, Sussex.

*Employees*—A. M. N. BARRETT, " Woodberry," 218, Green Lanes, N.4.

**8. South Midlands Provincial Council**

*Secretary to full Council*—R. MORRISON-SMITH, Royal Hampshire County Hospital, Winchester.

*Employers*—L. C. ROGERS, Public Health Department, 1, Western Parade, Portsmouth.

*Employees*—C. W. FROGLEY, Victoria House, 57, Kingston Road, Portsmouth.

**9. South-Western Provincial Council**

*Employers*—E. J. PRATT, Room 314, County Hall, Taunton.

*Employees*—Miss N. E. HARRIS, Transport Hall, Tailor's Court, Broad Street, Bristol, 1.

**10. Eastern Provincial Council**

*Employers*—E. BISHOP, O.B.E., 2, Mount Street, Albert Square, Manchester, 2.

*Employees*—J. RICHARDS, 38, Argyle Square, W.C.1.

**11. Wales Provincial Council**

*Employers*—FRANK QUICK, Langley, Magor, Mon.

*Employees*—W. L. GRIFFITHS, 60, Brookvale Road, Birmingham, 27.

## INDEX TO GRADES


| | Group |
|---|---|
| **A** | |
| Ambulance driver—head (in charge) | 7 |
| Ambulance attendant | 2 |
| Ambulance driver | 5 |
| Assistant foster mother or housemother and reliefs | 3 |
| Assistant laundry mistress (m.h.) | 5 |
| Attendant on aged and infirm | 4 |
| Attendant (children's) | 3 |
| **B** | |
| Bath attendant | 4 |
| **C** | |
| Canteen charge hand (m.h.) | 4 |
| Canteen assistant without special duties | 1 |
| Cafeteria assistant without special duties (m.h.) | 1 |
| Cafeteria cashier (m.h.) | 2 |
| Cleaner | 1 |
| Cooks :— | |
| Assistant cook | 3 |
| Cook | 6 |
| Cook (head and assistant head) | Special gradings |
| **D** | |
| Domestic stove attendant | 1 |
| Domestic assistant | 1 |
| Dressmaker | 7 |
| Driver of motor vehicle up to 2 tons | 4 |
| **F** | |
| Fireman (chief) (m.h.) | Special grading |
| Foster mother or house mother | 6 |
| **G** | |
| Gardening staff | |
| Gardening labourer | 1 |
| Gardener | 2 |
| Gardener (propagating) | 4 |
| Head gardener (with staff of four or more under his direction) | 7 |
| General labourer | 1 |
| **H** | |
| Hairdresser | 7 |
| Hot-water boiler attendant | 2 |
| **I** | |
| Ironer | 3 |
| **K** | |
| Kitchen superintendent (m.h.) | Special gradings |
| **L** | |
| Labourer, general and maintenance | 1 |
| Labourer while employed as drainman | 3 |
| Labourer, sewage (m.h.) | 2 |
| Laundrywoman | 1 |
| Laundryman | 2 |
| Laundry checker | 3 |
| Linen woman | 3 |

## INDEX TO GRADES—*continued*


| | Group |
|---|---|
| **M** | |
| Maids :— | |
| Doctors' maid | 2 |
| House maid (senior) | 2 |
| Kitchen maid | 1 |
| Matron's maid | 2 |
| Messroom maid (senior) | 2 |
| Ward maid | 1 |
| Maintenance labourer | 1 |
| Messroom maid (m.h.) | 1 |
| Messenger | 1 |
| Messman (m.h.) | 1 |
| Messroom charge hand (m.h.) | 4 |
| Mortuary attendant | 4 |
| Motor vehicle driver (up to 2 tons) | 4 |
| **N** | |
| Needlewoman | 3 |
| **P** | |
| Plant attendant | 3 |
| Porters (m.h.) :— | |
| Gate porter, class III | 3 |
| „ „ class II | 5 |
| „ „ class I | 6 |
| Hall porter class III | 3 |
| „ „ class II | 5 |
| „ „ class I | 6 |
| Porters :— | |
| General porter | 1 |
| Gate porter | 4 |
| Kitchen porter | 1 |
| Laundry porter | 1 |
| Porter (while engaged as telephone operator) | 4 |
| Hospital porter class I | 3 |
| „ „ class II | 2 |
| **S** | |
| Seamstress | 3 |
| Stoker (steam) | 4 |
| Storesman | 4 |
| Sterilizer attendant | 5 |
| **T** | |
| Telephone operator | 4 |
| Trimmer | 2 |
| **W** | |
| Ward orderly | 3 |
| Window cleaner—engaged full time on the work | 2 |
| Workroom mistress (m.h.) | Special gradings |

## GENERAL INDEX


| | Page |
|---|---|
| Accident pay | 7 |
| "Allied institutions" | 1 |
| Allowances | 5 |
| Board, lodging and laundry | 8 |
| Constitution | 9 |
| Cookery diplomas | 8 |
| Definitions | 5 |
| Farm staff | 5 |
| First-aid qualifications | 8 |
| Gradings (general) | 2 |
| Gradings (special) | 3 |
| Handling foul linen | 6 |
| Holidays | 7 |
| Hospitals and institutions in more than one area | 4 |
| Incremental scales | 9 |
| Isolated areas, staff in | 9 |
| Juvenile rates | 4 |
| Juvenile shift allowances | 5 |
| Laundry staff | 6 |
| Meal times | 6 |
| Meals, payment for | 8 |
| Night duty | 6 |
| Option to staff | 6 |
| Overtime | 7 |
| Part-time workers | 8 |
| Plus rates | 4 |
| Provincial areas | 14 |
| Provincial secretaries | 15 |
| Residential establishments | 1 |
| Rest days | 7 |
| Shift allowances | 5 |
| Sick pay | 7 |
| Substitute pay | 9 |
| Sunday work | 7 |
| Tradesmen | 5 |
| Uniform | 8 |
| Working week | 6 |